

AGENCY STRATEGIC PLAN

FOR THE FISCAL YEARS

2003 - 2007



**DEPARTMENT OF HUMAN SERVICES
AGENCY ADMINISTRATION**

FUNCTIONAL AREA: HEALTH & HUMAN SERVICES

AGENCY STRATEGIC PLAN APPROVAL FORM

FOR THE FISCAL YEARS

2003 - 2007

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Agency Director
Department of Human Services**

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STRATEGIC PLAN

Agency Name	Department of Human Services - Agency Administration
Agency Mission Statement: The mission of the Department of Human Services is to provide quality services, within available resources, which enable people to maximize their potential and to increase their abilities; preserve and enhance human dignity and worth; and prevent or reduce the need for services.	

AGENCY GOAL 1

The Agency will address health needs of vulnerable populations, promote child and adolescent development, improve economic self-sufficiency and provide assistance to working families. To accomplish this, the DHS Agency Administration will provide effective management leadership, legal and audit services, financial and administrative management, information technology services (planning, support, and administration) and will promote statewide volunteer and community service initiatives.

STRATEGIC PLAN

Agency Name		Department of Human Services – Agency Administration
Program		Agency Administration
Program Authorization		ACA 25-10-101 et seq.; Title XIX of the Social Security Act of 1965
Program Definition: Funds-Center Code: _____		The DHS Agency Administration will provide effective management leadership, legal and audit services, financial and administrative management, information technology services (planning, support, and administration) and will promote statewide volunteer and community service initiatives to the Agency.
AGENCY GOAL(S) #	1	
Anticipated Funding Sources for the Program:		General Revenue, Special Revenue, Federal Funds

GOAL 1: (Sub-Funds Center Code: _____)

DHS Agency Administration will provide effective management guidance, legal compliance, efficient financial and administrative management, and operative information technology services (planning, support, and administration) to the Agency. This program will also promote statewide volunteer and community service initiatives.

OBJECTIVE 1: (Sub-Funds Center Code: _____)

DHS Agency Administration provides assistance to help ensure that the Agency's programs are administered effectively within funded levels; resources are made available to ensure state and federal compliance, and ensure quality service to all program recipients in an effort to enhance their lives.

STRATEGY 1: (Sub-Funds Center Code: _____)

The DHS Director's Office executes and disseminates policy directives that establish the framework for accountability of the Agency's programs, funding and services to Executive Staff who will provide accurate, reliable, and timely information to our customers and constituents.

STRATEGY 2: (Sub-Funds Center Code: _____)

The DHS Office of Chief Counsel interprets law and represents the Agency in initial decision making processes; identifies potential litigation impacts and provides advice / actions; conducts investigations and formal hearing processes. The Office also reviews and reports financial and programmatic data to help ensure state and federal compliance.

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STRATEGY 3: (Sub-Funds Center Code:_____)

The DHS Office of Financial Management provides financial management for the Agency. The Office of Systems and Technology coordinates all information technology activities for the Agency. The Office of Administrative Services coordinates contracted services, human resources, materials management, and staff training.

STRATEGY 4: (Sub-Funds Center Code:_____)

The Division of Volunteerism serves state agencies and all organizations that use volunteer resources by promoting and supporting volunteerism and community services.

STRATEGY 5: (Sub-Funds Center Code:_____)

The provision of assistance to organizations for volunteer and community services program development and implementation.

STRATEGY 6: (Sub-Funds Center Code:_____)

The provision of assistance for the Agency's customers that utilize funding from the Federal Social Service Block Grant.